

County of Sullivan, NH

**Type of meeting:** Board of Commissioners Special Meeting Executive Session Per 91-A:3.II.i. Discussion Regarding Preparations For, and, Carrying Out of Emergency Functions Meeting Minutes

**Date/Time:** Tuesday, January 31, 2012; 4:08 PM

**Place:** Newport, NH – Remington Woodhull County Complex, County Administration Buildings, 1<sup>st</sup> Floor, Commissioners Conference Room

**Attendees:** Commissioners Bennie Nelson – Chair, Jeffrey Barrette – Vice Chair and John M. Callum Jr. – Clerk, Greg Chanis – County Administration, High Sheriff Michael Prozzo, John Cressy – Facilities Director; and Sharon Callum – Administrative Assistant.

**Agenda Item No. 5** Probable Executive Session Per 91-A:3.II.i. Discussion Regarding Preparations For, and, Carrying Out of Emergency Functions

**4:08 Motion:** to go into Executive Session Per 91-A:3.II.i. Discussion Regarding Preparations For, and, Carrying Out of Emergency Functions. **Made by:** Barrette. **Seconded by:** Callum Jr. **Roll call vote:** All in favor. Those in Executive Session included: Sheriff Prozzo, Greg Chanis, John Cressy, the three Commissioners and Ms. Callum.

**4:09** *Mr. Mountain, Converse and O'Grady left the room.*

Centralized Dispatch Discussions:

Mr. Chanis distributed a document titled "*National Guard Armory Site Proposed Use*" [Appendix D], which listed:

1. Regional Multi Agency Coordination Entity (MACE)
2. Emergency Shelter
3. Training Site
4. Alternate Care Site
5. A Neighborhood Emergency Help Center (NEHC)
6. Storage Site for emergency trailers and supplies
7. Office Space for Public Health and Medical Reserve Corps
8. Joint Information Center

Chanis distributed a package [Appendix E] that included:

- ☐ Emergency Operations Center Expense & Revenue Overview
- ☐ Dispatch Center Draft Operating Budget
- ☐ Public Health Center Draft Operating Budget
- ☐ Facility Maintenance Draft Operating Budget
- ☐ Capital Expense Worksheet – includes microwave radio system on the various mountains with towers. Sheriff met with a FEMA representative who confirmed they

could fund between \$200,000 – \$300,000 for a capital conversion project, plus, include funding for ongoing cost of maintaining radio system.

- ☐ Current Police/Fire/EMS Expense – data shown is best to their knowledge

Mr. Chanis noted the Delegation was generally accepting of the project, except Rep. Rodeschin who wanted them to go to Newport Select Board now. Mr. Chanis and Sheriff explained they wanted to get all three major emergency divisions on board, first, for approval then go to the towns. Sheriff met with Claremont, Newport, Charlestown and Cornish police departments, had radio guy come up and discuss the project - good meeting: Claremont 110% on board - safety # 1 in his mind, Cornish gave example of man with a gun that dispatch was talking to and how it could have been handled differently with a central dispatch, the Charlestown PD has a repeater systems they would provide for the program and is on board, and Newport PD on board. Sheriff is concerned there are too many moving project parts. Mr. Chanis noted if you separate the Public Heath from the Central Dispatch, using the National Armory makes no sense; if dispatch only, one option could be to use the Sanders building. Sheriff could save \$213,000 from the municipalities stand point.

Comm. Callum Jr. asked how dispatch would work and if this would replace everyone's dispatch? Sheriff confirmed 'Yes'. Mr. Chanis pointed out they anticipate seven dispatchers and a Director – 8 people vs. current data showing 11 full time; the building would be owned by the County. Callum Jr. pointed out the County takes on the burden of overhead. Chanis noted the revenues would cover cost of the building; per RSA's, when a building is owned by the government for public benefit, there is typically no taxes due.

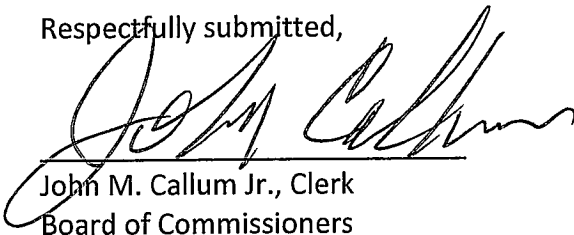
Comm. Barrette noted he'd like to see the contribution kept at under 100,000.

Comm. Nelson is on board if they can get the chiefs all on board.

Chanis noted, their next step would be to go public and Select Boards.

**4:48 Motion: to exit Executive Session. Made by: Barrette. Seconded by: Callum Jr.**  
**Voice vote: All in favor.**

Respectfully submitted,

  
John M. Callum Jr., Clerk  
Board of Commissioners

JMC/sjc

Date approved:

Date minutes released or kept sealed:

02/21/12

4/3/12

# National Guard Armory Site – Proposed Use

Prepared by: Jessica McAuliff, Public Health Regional Coordinator

In addition to serving as a central Dispatch Center, the former National Guard Armory site in Claremont is an ideal site to fulfill several of our unmet needs for the Emergency Service Function-8 plans that Greater Sullivan County Public Health is required to put in place.

1. **The Regional Multi Agency Coordination Entity (MACE)** currently would set up in the Commissioner's Conference Room. A recent Exercise has confirmed a need to seek a larger site to accommodate this purpose – the site would have to have technological and audio visual capabilities such as multiple phone lines and computer capabilities. The Armory site would be ideal for this purpose, especially due to being in the same building with the dispatch authorities.
2. **Emergency Shelter:** The Claremont Fire Department has identified the desire to find a shelter site in Claremont, with back-up generator power, for ice storm sheltering, and other emergency sheltering needs for the public. Claremont currently does not have such a site. The Armory site would be ideal for this purpose.
3. **Training Site:** Multiple emergency response entities could use this site for many kinds of trainings.
4. **Alternate Care Site:** If Valley Regional Hospital became overwhelmed and beyond their surge capacity, the Region would require a place for an Alternate Care Site 25-bed emergency medical facility to be set up off-site. The current plans for such a site in the region suggests using Disnard Elementary school, which has been determined to be insufficient for such purpose, due to facility set up and parking considerations. The Armory site would be an ideal site for setting up the ACS, with room still to have the MACE and/or NEHC sites in the same building.
5. **A Neighborhood Emergency Help Center (NEHC)** is a site that would serve as an information and referral site to providing basic medical evaluation and triage for people seeking aid. It is designed to triage large numbers of people seeking care. The Claremont area NEHC plans are currently insufficient, as sites such as Disnard Elementary School do not have sufficient parking nor site provisions for accommodating large numbers of people. The Region is seeking a suitable site that has enough space inside, and enough parking for the public.
6. **Storage Site:** The site is large and could be used for storage of trailers, and emergency supplies. It would be ideal; and centrally located. The law enforcement's mobile response command center trailer, as well as fire haz-mat decontamination trailers and equipment.

7. **Office Space for Public Health and Medical Reserve Corps:** It would be advantageous for Public Health to have a home – This facility would be ideal, and it makes great sense to have public health and dispatch together. The Public Health Network would have a half time Program Assistant, and the Medical Reserve Corps would have a half-time Coordinator position at this location.
8. **Joint Information Center (JIC):** The proximity to Emergency Dispatch would facilitate the creation of a Joint Information Center (JIC) – this is an entity designed to streamline communications between Emergency Service Functions of fire/ems/police and public health during any emergency.

**Emergency Operations Center (EOC)**  
**Expense/Revenue Overview**  
**1/27/12**

<b>Expense Overview</b>	
Dispatch Center	961,943
Public Health/ Emergency Preparedness	132,678
Facility Maintenance	69,017
<b>Estimated EOC Center Cost</b>	<b>1,163,638</b>

<b>Revenue Sources</b>	
Municipalities	1,175,000
State PHN Grant Funding (Current)	70,000
Medical Reserve Corps Award	5,000
<b>Estimated Revenue</b>	<b>1,250,000</b>

**Dispatch Center**  
**Draft Operating Budget**  
**1/27/12**

<b>Full Time Wages</b>	<b>FTE</b>	<b>Hours</b>	<b>\$/hr</b>	
Dispatchers	<b>7</b>	14560	<b>20.00</b>	291,200.00
Director	<b>1</b>	2080	<b>34.00</b>	70,720.00
ET Buyback				6,960.00
Overtime				10,000.00
Shift Differential				22,000.00
Training Coverage				7,680.00
Sick Day Coverage				3,360.00
Vacation Coverage				11,200.00
Holiday				26,880.00
FICA				34,425.00
Retirement				39,600.00
Unemployment Insurance				736.00
Workers Comp Ins				13,995.00
Life Insurance				176.00
Health Insurance (8 FTE x \$21,883/Plan)				175,064.00
Dental (8FTE x \$1,268/plan)				10,144.00
<b>Total FullTime Expense</b>				<b>724,140.00</b>

<b>Part Time Wages</b>	<b>FTE</b>	<b>Hours</b>	<b>\$/hr</b>	
Part Time Dispatchers	<b>3.2</b>	6656	<b>20</b>	133,120.00
	<b>0</b>	0	<b>0</b>	0.00
FICA				10,183.68
Unemployment Insurance				500.00
Workers Comp Ins				2,500.00
<b>Total Part Time Personell Expense</b>				<b>146,303.68</b>

<b>Other Expenses</b>	
Contract Services	31,000.00
General Supplies	2,500.00
Membership and Dues	500.00
SPOTS Terminal	4,500.00
General Maintenance and Repair	10,000.00
Telephone/Internet	15,000.00
Capital Reserve / Depreciation	25,000.00
Liability Insurance	3,000.00
<b>Total Other Expenses</b>	<b>91,500.00</b>
<b>Total Estimated Dipatch Center Expense</b>	<b>961,943.68</b>

**Public Health Center  
Draft Operating Budget  
10/17/2011**

<b>Full Time Wages</b>	<b>FTE</b>	<b>Hours</b>	<b>\$/hr</b>	
Public Health Coordinator	1	2080	22.50	46,800.00
				0.00
			ET Buyback	900.00
			Overtime	
			Holiday/Shift Differential	0.00
			FICA	3,649.05
			Retirement	4,197.60
			Unemployment Insurance	500.00
			Workers Comp Ins	1,500.00
			Life Insurance	44.00
			Health Insurance (2 FTE x \$22,500/Plan)	22,250.00
			Dental (8FTE x \$750/plan)	2,000.00
<b>Total Full Time Expense</b>				<b>81,840.65</b>

<b>Part Time Wages</b>	<b>FTE</b>	<b>Hours</b>	<b>\$/hr</b>	
Medical Reserve Corps Coordinator	0.5	1040	14	14,560.00
Public Health Program Assistant	0.5	1040	16	16,640.00
			FICA	2,386.80
			Unemployment Insurance	0.00
			Workers Comp Ins	0.00
<b>Total Part Time Personell Expense</b>				<b>33,586.80</b>

<b>Other Expenses</b>	
Contract Services	5,000.00
General Supplies	2,500.00
General Maintenance and Repair	500.00
Telephone/Internet	1,500.00
Mileage	2,500.00
Education/Training/Drills	3,000.00
Membership/Dues	250
Marketing/Communication s/Printing	2,000.00
<b>Total Other Expenses</b>	<b>17,250.00</b>

<b>Total Estimated Public Health/E Preparedeness</b>	<b>132,677.45</b>
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**Facility Maintenance  
Draft Operating Budget  
10/17/2011**

<b>Part Time Wages</b>	<b>FTE</b>	<b>Hours</b>	<b>\$/hr</b>	
Maint/Janitor 12 hours /wk @ 15 hour	0.2	416	15	6240
			FICA	477.36
			Unemployment Insurance	50
			Workers Comp Ins	250
			Contract Services	2,500.00
			General Supplies	2,000.00
			General Maintenance and Repair	7,500.00
			Telephone/Internet	0.00
			Fuel Oil/ Propane	35,000.00
			Electricity	10,000.00
			Water Sewer	5000
<b>Total Facility Expenses</b>				<b>69,017.36</b>



**Capital Expense Worksheet**  
**Sullivan County Emergency Operations Center**  
**1/30/2012**

Component	Estimated	Notes
Technology from Belliveau	240,000	Computer, Radio Equipment, Software, work stations Etc...
Phone system <del>MASSMAN</del>	25,000	Estimate
Misc Furniture	10,000	Estimate
Computers + IMC software	35,000	Estimate
Generator install	40,000	Estimate
Training Facility Retrofit	25,000	Public Health, Police/Fire/EMS training
Public Health Office Retrofit	25,000	Estimate
Misc. Paint/Flooring	30,000	Estimate
Sitework	50,000	Paving, Fencing, signage improvements
Roof replacement	120,000	Melanson Quote
HVAC for offices and training areas	100,000	Estimate
Sprinkler System ????		Not sure if required
<b>Total Estimated Capital Expense</b>	<b>\$700,000</b>	

**Current Police/Fire/EMS Expense  
Sullivan County Municipalities  
1/30/2012**

<b>Municipality</b>	<b>Current Cost Per Agency</b>		
	<b>Police</b>	<b>Fire</b>	<b>EMS</b>
Actworth	NA	0	0
Charlestown	172,048	36,730	0
Claremont	471,000	INC	INC
Cornish	8,733	5,478	6,151
Croydon	12,000	INC	INC
Goshen	7,374	9,277	0
Grantham	20,000	0	0
Langdon	2,900	0	0
Lempster	6,000	14,300	INC
Newport	253,000	INC	INC
Plainfield	15,000	0	0
Springfield	11,500	3,500	INC
Sunapee	26,000	26,000	INC
Unity	4,000	15,500	0
Sheriff	7,500		
Washington	22,000	INC	INC
<b>Agency Sub Total</b>	<b>1,039,055</b>	<b>110,785</b>	<b>6,151</b>
	<b>Total</b>		<b>1,155,991</b>